

# **CURRICULUM VITAE**

## **AUGUSTINE WEKESA**

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### **OBJECTIVE**

To gain experience and develop competence in my field of study and other relevant fields, grow professionally as a scientist, and uphold ethics and personal integrity in enhancing the organization's objectives.

### **PROFESSIONAL QUALIFICATIONS**

#### **THE UNIVERSITY OF NAIROBI**

- Degree in Microbiology and Biotechnology **August 2015- November 2019**

#### **ALX SCHOOL**

- Virtual Assistant **July 2022- September 2022**

### **EDUCATION BACKGROUND**

#### **ALX SCHOOL**

Virtual Assistant **July 2022- September 2022**

#### **UNIVERSITY OF NAIROBI**

BSc. Microbiology and Biotechnology: **August 2015- November 2019**

#### **ST. LUKE'S BOYS HIGH SCHOOL:**

Kenya Certificate of Secondary Education **2009-2012**

#### **KAMUKUYWA F.Y.M PRIMARY SCHOOL:**

Kenya Certificate of Primary Education **2000-2008**

### **PERSONAL STATEMENT**

I have knowledge and experience in remote working as a Virtual Assistant.

### **WORK EXPERIENCE**

**April 2024-** Working as PSC intern at JKUAT, College of Health Sciences

#### **Laboratory duties**

- Assisted in conducting practicals in relevant disciplines.
- Advising students on proper use of laboratory equipment and materials.
- Provision of technical support to staff, postgraduate, and undergraduate students.
- Preparing, maintaining, and performing quality control testing of laboratory equipment used for practical.
- Assisted to update the inventory of consumables and non-consumables in the laboratory.

## **Office duties**

- Assisted in general office administrative duties.
- Advising prospective students on admission requirements and school fees
- Assisted in preparation and issuing of undergraduate and postgraduate students' results slips and transcripts.
- Handled all activities relating to students' files (keeping and retrieving when required).
- Guiding students on the schools' policies and procedures.

**October 2020-December 2022:** Worked as a salesperson for Three Eyes Liquor Distributors

## **RESPONSIBILITIES**

- Maintaining sales records of liquor
- Compiling sales reports
- Adverting liquor products in new market niches

**August 2019- September 2019:** Worked as a Kenya National Bureau of Statistics Enumerator in the Census exercise in Bungoma County.

## **Roles and Responsibilities**

- **Data Collection:**

Conducting face-to-face interviews with individuals in each household within their assigned village, asking questions about demographic information Following Procedures:

Strictly adhering to the KNBS census guidelines and protocols for data collection, including proper identification, explanation of the purpose of the census, and ensuring informed consent from respondents.

- **Data Recording:**

Accurately recording collected information on designated forms or digital devices, ensuring data integrity and completeness.

- **Verification and Quality Checks:**

Reviewing collected data for inconsistencies or missing information, conducting follow-up visits if necessary to clarify or obtain missing details.

- **Maintaining Confidentiality:**

Protecting the privacy of respondents by securely storing and handling collected data in accordance with data protection regulations.

- **Navigation and Mapping:**

Utilizing provided maps and enumeration area boundaries to effectively locate and visit all households within their assigned village.

- **Reporting:**

Submitting completed data collection forms to the designated supervisor within specified deadlines, including any challenges or issues encountered during enumeration.

- **Community Engagement:**

Building rapport with village residents, explaining the importance of participating in the census, and addressing any concerns or questions they may have.

## **KEY SKILLS**

### **Technical:**

- Adapted to diverse work styles and consistent in providing friendly, personable service.
- Demonstrated ability to meet and exceed set sales revenue targets.

- Tact and diplomacy in handling customer complaints.

**Communication/ Interpersonal:**

- Strong verbal and written communication skills
- Professional relations with staff and clients with high confidentiality levels.
- Ability to work under minimal supervision in a fast-paced environment.
- Superb leadership skills, a keen eye for detail, and time management skills.

**INTEREST/HOBBIES**

- Visiting children's homes
- Motivational Writer
- Fitness training

**REFEREE**

**1. Mr. Mathew Masibo**

Owner

Three Eyes Liquor Store

Nairobi

Tel: +254720513905

Email: [mattweb2015@gmail.com](mailto:mattweb2015@gmail.com)

**2. Rachel Ngeso**

Manager

Ecoworld Bloggers

Tel: +254720058465

**3. Prof. Johnson Kinyua**

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